

NCDSS Strategic Planning Process
Project Management Team Meeting Minutes
Raleigh, NC
March 20th, 2007

The NCDSS Strategic Planning Process Project Management Team met on March 20th, 2007, at 11:00 A.M. in Room 511-at the CSE Terminal Drive location in Raleigh, NC.

Members present were:

David Locklear; Rod Walton; Kathy Sommese; Gloria Duncan; Joyce Parker; Belivia Aponte; Johnice Tabron; Laura Bryant; Linda Darden; JoAnn Freeman; Sandy Smith; Neil Walters; Belinda Autry; R. Patrick Betancourt; Paulette L Hernandez; Sandra Chestnut; Gary Nohr; Rudy Wilson; Carlotta Dixon, Debbie Gallimore, Brenda Robertson and Astra Kirksey.

Neil Walters began the meeting by welcoming everyone, reviewing the minutes, and reviewing the agenda.

Belinda Autry joined the committee from Economic Services

Neil stated Teresa was home sick with the flu.

Sandra and Patrick stated they did receive the minutes by email and it was suggested the DSS.Strategic.Planning@ncmail.net group list be checked to make sure all committee members are listed.

The next big committee meeting is scheduled for April 10th, 2007 from 1:00 until 4:30 at the CSE Terminal drive location. The Focus Group will provide drinks and snacks.

Logistics Group

Minutes will be sent out through the DSS.Strategic.Planning@ncmail.net email group.

Any corrections, changes or updates can be sent to Astra.

Whatever is needed for the committee meetings should be emailed to Sandy R Smith and Astra Wilson Kirksey 5 days prior to the meeting.

Sandy laminated our ground rules and goals so each member can have a copy to keep and refer back to at each meeting.

FOCUS GROUP

There will be approximately 4 Focus group meetings

Hickory, Raleigh (2) and Kinston

25 to 30 people will be randomly invited to each group

If a person declines the invitation to participate in a Focus group they will be given the opportunity to pass on their invitation. Employees that elect to participate in the Focus groups will be encouraged to solicit feedback from their co-workers to bring to the meetings.

Focus groups should be a manageable group size so tangible information can be collected.

We want to give everyone an opportunity to give feedback and participate. The communications web site will be another way for employees to send in their opinions and ideas regarding the identified areas for the Focus groups.

2 Facilitators and 1 note taker is needed for each 12 people that will be in a Focus group Patrick, Sandra, Carlotta, Sandy, Linda, Belinda and Kathy stated they have all facilitated before and are able to help.

Sandra and Patrick both pointed out that it is very important that the results and communication regarding the survey and what the Strategic planning committee is doing be transparent to all DSS employees for success. We must continue to get information out.

The Focus group will be able to proceed once the survey has been returned and tallied. A report will be compiled by the committee once the data is recorded from the Focus group to be reviewed by the entire committee.

Survey Group

The Survey committee will send Carlotta, Neil and Teresa the following information

Introduction letter of what the survey is for

The Mission, Vision and Value statement for DSS and

The final questions for the survey by Friday, March 23rd, 2007

Rod will get the cover letter completed with the job classification information to be included with the survey to Carlotta, Neil and Teresa by March 23rd as well.

Teresa, Neil and Carlotta will review the questions and have them to Linda by Monday, March 26th, 2007. Linda will then enter the information into the Survey Monkey to be taken by all DSS employees along with the cover letter, mission, vision and value statement and the cover letter with the job classifications.

Linda will then email Sandra and Astra the information that was put into the Survey Monkey. The survey information will then be included in the Strategic planning minutes from March 20th and Sandra will then put the information on the communications web site with a link to the survey.

The survey will be available for DSS employees for 7 days.

The Executive Management Team will receive the survey the same time as the other DSS employees.

The survey will contain approximately 15 questions to be answered by DSS employees. Paulette Hernandez will be leaving the committee and joining Human Resource for the Labor Department.

COMMUNICATIONS GROUP

Patrick reported the email address for the Communications committee is SPC.Communication@ncmail.net. All correspondence can be sent through this email address for any of the Strategic Planning committees but whoever requests the communication committee to send information for another committee would be responsible for answering users.

A web page is being developed by Patrick and the communications committee and hopefully will be up and running the 1st week of April with basic information about the Strategic Planning committee

Linda stated the web page would be from the DSS homepage and would be viewable only to DSS Employees

This web page would be updated by the communications committee and it would include all kinds of information such as:

- an introduction to the Strategic Planning committee members, tell why the committee was formed, minutes, link to the Survey groups survey, survey results when completed and compiled, inform DSS Employees of what is going on

General questions received through the email address would be answered by the communications group when possible and forwarded to others when necessary.

Questions and answers would also be listed on the web page.

Patrick gave a draft of a letter to be sent to the Executive Management Team (EMT) explaining the functions of the communications sub-committee.

Patrick's letter will be corrected and sent to the EMT team by March 21st, 2007.

It was felt that the web page may become an avenue for DSS Employees to keep abreast of what is going on with DSS and may be something that is continued once the initial objective of the Strategic Planning Committee is completed.

Data Analysis Sub-Committee Action Plan

Linda states they are waiting for the survey and focus groups to complete their task so that this committee can do what is expected of them.

Linda states all request made of her are do able and she just needs the information to get started.

Neil stated items on the Agenda for our next meeting would be what is going on with our survey.

Where is the focus group in getting the topics, focus groups and participants together for the next step in the strategic plan?

What is going on with the web site? Is it up and running?

Meeting Adjourned at 2:15

The next meeting will be held on April 10th, 2007 at CSE Terminal Drive.
Refreshments will provided by the Focus Group